

**Little Traverse Bay Bands of Odawa Indians**  
Job Posting

**Job Title:** MASTERS LEVEL COUNSELOR  
**Department:** Health  
**Reports to:** LTBB SA/MH Manager/Health Director  
**Status:** Exempt (40 hours per week)  
**Salary:** \$36,121.00 - \$48,870.00  
**Level:** 5  
**Opens:** June 5, 2014  
**Closes:** June 26, 2014

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**SUMMARY**

Under the direction of the Substance Abuse/Mental Health Program Manager, assesses individual client needs; develops and implements individualized treatment programming; monitors progress toward specific goals and objectives; participates in case staffing and utilizes case management; conducts individual, family, couples, and group therapy sessions with all age groups.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Clinician must know the core functions of counseling which include:

- **Screening/Intake/Orientation** – Determine eligibility for admission into treatment, identifying critical demographic information and providing a description of services to the client, administer psychological tests, score, interpret and write psychological reports.
- **Assessments** – Clinician must be proficient in interviewing, assessment and making appropriate recommendations utilizing DSM-IV TR and ASAM criteria via bio-psychosocial assessment tools based on clinical judgment and diagnostic experience.
- **Treatment Planning** – Based on the assessment, clinician and client must develop a client treatment plan with obtainable goals together to address issues requiring resolution and agree on strategies and resources to be utilized.
- **Therapy/Counseling** – Must be competent in providing therapeutic skills to assist clients achieve goals and objectives through various therapeutic approaches, always appropriate for the client and culturally sensitive.
- **Progress/Reports and Recordkeeping** – clinician will monitor the progress of the person served in a timely fashion by written documentation in the client's chart. This progress note will be clear, legible, concise and understandable.
- **Case Review/Continued Care** – Clinician will collaborate with supervisor and department staff through a regular case review process in order to provide quality care to the client.
- **Case Management/Referrals** – Will collaborate with other department staff (physician, physician assistant, other mental health staff) and with any other treatment providers to provide quality services.
- **Crisis Intervention** – Will be able to assess and respond to the needs of the client when they may experience acute, emotional problems and/or distress.
- **Education** – Clinician will consistently provide information in order to educate clients and family that will help them to achieve treatment goals.
- **Chart Management:** Will complete chart documentation within timelines prescribed by the Program Manager.

## **OTHER DUTIES**

- Will provide clinical supervision / or obtain clinical supervision depending on licensure Status
- Will provide required documentation to appropriate referring agencies as directed and testify in court when required.
- Will maintain strict confidentiality of the records of clients and families served by adhering to Federal, State and Tribal laws.
- Will maintain professional and ethical behavior at all times.
- Will participate in cultural education opportunities in order to increase knowledge of Native culture and traditions, and to be able to guide clients towards cultural resources as requested.
- Willing to be flexible in scheduling according to the needs of the department.
- Willing to make home and correctional facility visits when necessary.
- Must be knowledgeable of substance abuse and psychiatric disorders as co-occurring diseases.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of both psychiatric and substance abuse and skills regarding diagnosis and treatment.

Knowledge of various therapeutic skills, techniques and methods to suit the specified needs of the clients, utilizing various theories of psychology and as appropriate, cultural approaches.

Knowledge of the basic structure of the criminal justice system and/or the system to assist the clients with disabilities.

Knowledge of working with Native American individuals and their families.

Skill in preparing comprehensive case reports and other required documentation.

Basic computer skills required .

Must communicate effectively with clients and with department staff .

If a recovering alcoholic or addict must have minimum of five years of sobriety.

## **EDUCATION and/or EXPERIENCE**

Required:

- Masters Degree in Social Work or Professional Counseling with a clinical focus in counseling from an accredited college or university,
- Minimum of one year experience under clinical supervision.
- License to practice in the State of Michigan
- Billable under Medicaid, Medicare, and private insurances

Preferred:

- Fully Licensed to practice in State of Michigan

## **COMMENTS**

Indian Preference will apply.

Must possess a valid State of Michigan driver's license.

Successful candidate must pass a full background check.